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**State of Wisconsin**

**Department of Workforce Development**

**WORKFORCE SOLUTIONS**

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Date: April 23, 2001

To: Interested Persons and Organizations

From: Eric Baker /s/  
Administrator

Re: **Wisconsin Works (W-2) Contracts for the Period January 1, 2002 through December 31, 2003 – Right of First Selection W-2 Plan Submission**

The Division of Workforce Solutions (DWS) is in the process of contracting with agencies to administer Wisconsin Works (W-2) and related programs for the contract period January 1, 2002 through December 31, 2003. As a part of this process we invited input from interested persons and organizations through public hearings and the opportunity to review and submit written comments on the draft documents on the web site for the Department of Workforce Development. Over five hundred fifty (550) comments were recorded during the public comment period. The Department has analyzed and considered all of the input and made changes to the contract related documents as appropriate.

At this time DWS is issuing the documents for use by the W-2 agencies that earned Right of First Selection in developing their 2002-2003 W-2 plans for the Department's review and approval. W-2 agencies that earned the Right of First Selection should review Administrator's Memo #01-07 on Instructions for Re-contracting for Right of First Selection Agencies for the Next W-2 Contract. The Administrator's Memo includes several attachments. These documents will be posted on the Internet at: <http://www.dwd.state.wi.us/des/w2contract02/rfs/default.htm>. The documents will also be available on paper at 201 East Washington Street, Room G100, Madison, Wisconsin.

Documents include:

- Administrator's Memo #01-07;
- Right of First Selection Response Items with the topics on which agencies must provide information to the Department (examples include Financial Management, serving persons with multiple barriers to employment);
- Contract Terms;
- Performance Standards W-2 agencies are required to meet in the 2002-2003 contract period;
- Listing of the Department's Policy documents which the W-2 agencies must implement;
- Timetable for the contracting process;
- List of the Right of First Selection W-2 agencies for the 2002-2003 Contract.

The following documents will be issued soon:

- Funding allocation method and estimated allocations for each W-2 agency based on current budget estimates; and
- List of materials in the Department's Procurement Library.

In order to assist Right of First Selection W-2 agencies in comparing their W-2 Plans for the 2000-2001 contract period with the requirements for the W-2 Plans for the 2002-2003 contract period, a reference chart has been developed (attached to the Right of First Selection Response Items).

We appreciate your questions and comments during the public comment period on the draft documents. Many public comments were in support of approaches already included in the materials issued for public comment, based on changes made compared to the 2000-2001 W-2 Contract. Examples include increased emphasis on customer satisfaction, increased emphasis on services for participants with multiple barriers to employment, and emphasis on W-2 agency accountability (financial management and contract compliance). Within the next few weeks, the Department will be publishing documents on its Internet site to respond to the questions and comments received during the public comment period.